# TOWNSHIP OF QUINCY BRANCH COUNTY, MICHIGAN

FINANCIAL STATEMENTS

**MARCH 31, 2005** 

# Michigan Deptartment of Treasury 496 (2-04) Auditing Procedures Report

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#### **INDEPENDENT AUDITOR'S REPORT**

To the Supervisor and Members of the Township Board Township of Quincy Branch County, Michigan

September 9, 2005

We have audited the accompanying financial statements of each major fund of the Township of Quincy as of and for the year ended March 31, 2005, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit, also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

The accompanying financial statements do not present government-wide financial statements to display the financial position and changes in the financial position of its governmental activities. Accounting principles generally accepted in the United States of America require the presentation of government-wide financial statements. The amounts that would be reported in government-wide financial statements for the Township's governmental activities are not reasonably determinable.

In our opinion, because of the effects of the matter discussed in the preceding paragraph, the financial statements referred to above do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Township of Quincy as of March 31, 2005 or the changes in its financial position for the year then ended.

September 9, 2005

To the Supervisor and Members of the Township Board Township of Quincy Branch County, Michigan

The budgetary comparison schedules, as identified in the table of contents, are not a required part of the basic financial statements but are supplemental information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquires of management, regarding the methods of measurement and presentation of the required supplemental information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Township of Quincy's basic financial statements. The accompanying other supplemental information, as identified in the table of contents, is presented for the purpose of additional analysis is not a required part of the basic financial statements. The other supplemental information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The accompanying financial statements do not include a management's discussion and anlaysis, which would present an analysis of the financial performance for the year. The Governmental Accounting Standards Board has determined that this analysis is necessary to supplement, although not required to be a part of, the basic financial statements.

As described in Note A, the Township has implemented portions of a new financial reporting model, as required by the provisions of the GASB Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis – for State and Local Governments, and the related statements as of April 1, 2004.

RUMSEY & WATKINS, P.C.

#### GOVERNMENTAL FUNDS BALANCE SHEET MARCH 31, 2005

		General		Revolving Loan		Total vernmental
	Fund		Fund		Fund	
ASSETS						
Cash and cash equivalents	\$	250,626	\$	-	\$	250,626
Investments		216,887		-		216,887
Taxes receivable		10,731		-		10,731
Special assessment receivable		7,980		-		7,980
Due from other funds		488		_		488
Restricted assets:						
Cash		_		54,706		54,706
Investments		-		8,993		8,993
Notes receivable	-	-		12,378		12,378
Total assets		486,712	\$	76,077	\$	562,789
LIABILITIES AND FUND BALANCE						
LIABILITIES						
Deferred revenue	\$	7,980	\$	-	\$	7,980
FUND BALANCE						
Reserved		-		76,077		76,077
Undesignated	-	478,732				478,732
Total Fund Balance	-	478,732		76,077		554,809
Total liabilities and fund balance	\$	486,712	\$	76,077	\$	562,789

## GOVERNMENTAL FUNDS STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE YEAR ENDED MARCH 31, 2005

REVENUES	General Fund	Revolvin Loan Fund	g Total Governmenta Fund
Taxes	Ф 01.1.		
Tax administration fee	\$ 91,14		- \$ 91,140
Special assessments	31,15		- 31,152
Licenses and permits	10,53		- 10,535
State shared revenue	27,24		- 27,241
Charges for services	179,67		- 179,670
Interest earned	5,71		- 5,715
Reimbursements	11,05	~,~ `	56 13,025
Other	10,92		- 10,921
	9:	5	
Total revenues	367,528	3 1,96	369,494
EXPENDITURES			
General government	185,886	-	
Public safety	54,027		- 185,886
Public works	· · · · · · · · · · · · · · · · · · ·		- 54,027
Cultural	65,462		- 65,462
	18,874		<u> </u>
Total expenditures	324,249		324,249
Excess of revenues			
over expenditures	43,279	1,966	5 45,245
OTHER SOURCES			, <b>,</b> –
Transfers from other funds	4,240		4,240
Excess of revenues and			
other sources over expenditures	47,519	1,966	49,485
FUND BALANCE - BEGINNING	431,213	74,111	,
FUND BALANCE - ENDING	\$ 478,732	\$ 76,077	

#### FIDUCIARY FUND STATEMENT OF FIDUCIARY NET ASSETS MARCH 31, 2005

	Agei	ncy Funds
ASSETS		
Cash	\$	863
Restricted assets:		
Cash		1,526
Investments		78,700
Total assets	\$	81,089
LIABILITIES		
Due to other funds	\$	488
Due to other governmental units		375
Total liabilities		863
NET ASSETS		
Private Purpose Trust Fund		80,226
Total liabilities and net assets	\$	81,089

# NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2005

# NOTE A – SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Township of Quincy conform to generally accepted accounting principles of the United States of America as applicable to governmental units. The following is a summary of the significant accounting policies:

## **REPORTING ENTITY:**

The Township operates under an elected board of five members and provides primarily fire protection and road maintenance and construction to the local residents. The financial statements have been prepared in accordance with criteria established by the Governmental Accounting Standards Board for determining the various governmental organizations to be included in the reporting entity. The criteria includes oversight responsibility, scope of public service and special financing relationships. There were no component units considered, under this criteria, to be included in these financial statements.

# **FUND FINANCIAL STATEMENTS:**

Separate financial statements are provided for governmental funds and fiduciary funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

# MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION:

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Township considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, claims and judgments are recorded when payment is due.

The Township reports the following governmental funds:

<u>General Fund</u> is the operating fund of the Township. It is used to account for all the Township's financial resources not required to be accounted for in another fund.

Revolving Loan Fund is used to account for funds received from a federal grant. The Township uses the proceeds to maintain a permanent loan fund to assist local business entities.

NOTES TO FINANCIAL STATEMENTS – Continued FOR THE YEAR ENDED MARCH 31, 2005

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION: - Continued

Additionally, the Township reports the following fund types:

Agency Funds are used to account for assets held in trust or as an agent for others.

# ASSETS, LIABILITIES, AND NET ASSETS

<u>Cash and Investments</u> - Cash and cash equivalents include cash on hand, demand deposits, and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value

<u>Capital Assets</u> - The Township implemented portions of the new financial model, as required by the provisions of GASB 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments ("GASB 34"). A portion of GASB No. 34 not implemented by the Township is the government-wide financial statements which display the full accrual financial position and changes in financial position of its government activities. Since the Township did not present government-wide financial statements, the governmental activities capital assets are not reported within the Township's financial statements as of March 31, 2005.

<u>Fund Balance</u> - In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

Accounting Change - In June 1999, the Governmental Accounting Standards Board (GASB) issued Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments. The Township has implemented portions of GASB 34.

However, the Township did not present government-wide financial statements to display the financial position and changes in financial position using full accrual accounting for all the Township's activities. These statements would present the Township's governmental activities. In addition, the Township did not include a management's discussion and analysis, which would present an analysis of the financial performance for the year.

Accounting principles generally accepted in the United States of America require the presentation of government-wide financial statements. The amounts that would be reported in the government-wide financial statements for the Township's governmental activities are not reasonably determinable. The Governmental Accounting Standards Board has determined that the management's discussion and analysis is necessary to supplement, although not required to be part of, the basic financial statements.

NOTES TO FINANCIAL STATEMENTS – Continued FOR THE YEAR ENDED MARCH 31, 2005

# NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

# ASSETS, LIABILITIES, AND NET ASSETS - Continued

# Accounting Change - Continued

Because of the effects of the matter discussed in the preceding paragraphs, the Township's financial statements do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Township of Quincy as of March 31, 2005 or the changes in its financial position for the year ended.

# **BASIS OF BUDGETING:**

The Township adopted their annual budget for the General Fund based on the modified accrual method of accounting. Expenditures were estimated by functional level. The Township did not include a beginning fund balance within the approved budget. The Township did not adopt an annual budget for the Revolving Loan Fund. Once a budget is approved it can be amended at the functional level. Amendments are presented to the Board at their regular meetings. Each amendment must have Board approval. Such amendments are reflected in the official minutes of the Board, and are not made after fiscal year end as dictated by law. Revisions to the budget were not made during the year.

# **ENCUMBRANCE ACCOUNTING:**

Encumbrances are not liabilities and, therefore, are not recorded as expenditures until receipt of material or service. For budgetary purposes, appropriations lapse at fiscal year end and outstanding encumbrances at year end may be reappropriated in the next year. No reservation of fund balance equal to outstanding encumbrances at year end is required.

# **USE OF ESTIMATES:**

The Township uses estimates and assumptions in the preparation of the financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenditures.

# NOTES TO FINANCIAL STATEMENTS - Continued FOR THE YEAR ENDED MARCH 31, 2005

# NOTE B - DEPOSITS AND INVESMENTS

Michigan Compiled Laws, Section 129.91, authorizes the Township to deposit and invest in accounts of Federally insured banks, credit unions, and savings and loan associations; bonds, securities and other direct obligations of the United States, or any agency or instrumentality of the United States which the principal and interest is fully guaranteed by the United States, including securities issued or guaranteed by the Government National Mortgage Association; United States government of Federal agency obligation repurchase agreements; bankers' acceptance of United States banks; commercial paper rated by two standard rating agencies within the three highest classifications, which mature not more than 270 days after the date of purchase, and which involve no more than 50 percent of any one fund; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan. Michigan law prohibits security in the form of collateral, surety bonds, or other forms for the deposit of public money. Attorney General's Opinion No. 6168 states that public funds may not be deposited in financial institutions located in states other than Michigan.

The Township has designated financial institutions for the deposit of Township funds and has authorized the investment in certificates of deposit. The accounts maintained are checking, savings and certificates of deposit and are in accordance with statutory authority. The interest rates of the checking and savings accounts are at variable daily rates. The certificates of deposit are currently earning interest rates of 2.23% to 4.50%.

Investments consist of certificate of deposits with an original maturity date of greater than three months. The investments are carried at cost which approximates market value.

At March 31, 2005, the carrying amount of the Township's deposits was \$612,301 and the bank balance was \$617,337. The differences between the balances are the result of deposits in transit and checks issued by the Township but not yet presented for payment. The risk exposure of the bank balance at March 31, 2005 is as follows:

Insured Uninsured	\$ 165,783 451,554
Total	\$ 617,337

# NOTES TO FINANCIAL STATEMENTS – Continued FOR THE YEAR ENDED MARCH 31, 2005

#### NOTE C - TAXES RECEIVABLE

The Township is a general law township and levies property taxes on December 1 of each year. They are collected by the Township's treasurer from December 1 to February 28.

Taxes receivable represent real property taxes and administrative fees returned delinquent to the County of Branch. The real property taxes and administrative fees in the amount of \$10,731 will be paid to the Township by the County of Branch in April 2005.

#### NOTE D - SPECIAL ASSESSMENT RECEIVABLE

A special assessment district has been established for local road improvements. The general fund of the Township is financing the construction and assessing the particular residents their cost of the improvements over a five year period plus 6% interest on the outstanding balance over one year. In accordance with GASB #6, the special assessment receivable has been recorded in the general fund. The special assessment receivable, at March 31, 2005, can be summarized as follows:

Delinquent	\$ 770
Current	7,210
Total	\$ 7,980

The current special assessment receivable will be levied during the year ending 2006 and, therefore, is included as deferred revenue until levied and realizable.

#### NOTE E - DUE FROM (TO) OTHER FUNDS

The due from other funds, at March 31, 2005, for the Township are as follows:

General Fund:

Due from Tax Collection Fund

\$ 488

# NOTE F - TRANSFER FROM (TO) OTHER FUNDS

General Fund:

Transfer from Private Purpose

**Trust Fund** 

\$ 4,240

# NOTES TO FINANCIAL STATEMENTS – Continued FOR THE YEAR ENDED MARCH 31, 2005

#### NOTE G - NOTE RECEIVABLE

The Revolving Loan Fund has a note receivable at March 31, 2005 with the balance of \$12,378 due from a private corporation. The note requires monthly payments of \$990, including interest at 7%, and is due April, 2006.

#### NOTE H - RESTRICTED ASSETS

Restricted assets, at March 31, 2005 are as follows:

Revolving Loan Fund:

Cash Investments Notes receivable	\$	54,706 8,993 12,378
Total Revolving Loan Fund restricted assets	_\$_	76,077

Restricted assets and reserved fund balance in the Revolving Loan Fund are for future loans.

#### NOTE I - PENSION PLAN

The Township maintains a defined contribution pension plan for all eligible employees. The Township employees must have attained 21 years of age with no minimum service requirements to become fully vested. The employees are required to contribute one-fourths of the premium. Employees may make further voluntary contributions in accordance with the plan.

The total covered payroll under the pension plan for 2005 amounted to \$67,061 compared to \$90,416 total 2005 payroll.

The Township is required to make annual contributions to the plan based on percentages at different compensation levels. The required contribution made to the plan for the year ended March 31, 2005 amounted to \$3,600.

NOTES TO FINANCIAL STATEMENTS – Continued FOR THE YEAR ENDED MARCH 31, 2005

# NOTE J – COMPLIANCE WITH STATE REGULATIONS

State of Michigan Laws require that a local unit not incur expenditures in excess of the amount appropriated.

In the body of the financial statements, the Township's actual expenditures and budgeted expenditures for the budgetary funds have been shown on a functional level. The approved budgets were adopted on a functional level. During the year, the Township incurred expenditures within certain functions, which were excess of the amounts appropriated.

The Township did not adopt an annual budget for the Revolving Loan Fund, as required by State laws.

# NOTE K – RISK MANAGEMENT

The Township of Quincy is exposed to various risks of loss related to property loss, torts, errors and omissions and employee injuries. The Township has purchased commercial insurance for the coverage of the above discussed events.

# REQUIRED SUPPLEMENTAL INFORMATION BUDGETARY COMPARISON SCHEDULE GENERAL FUND FOR THE YEAR ENDED MARCH 31, 2005

Budgeted	Amounts
----------	---------

REVENUES Taxes Tax administration fee	<u> </u>	Original		Final		A 4 1
Taxes	\$					Actual
	\$					
LAX AUDURITURON TOO		129,800	\$	129,800	\$	91,140
Special assessments		25,000		25,000		31,152
Licenses and permits		19,270		19,270		10,535
State shared revenue		20,300		20,300		27,241
Charges for services		170,000		170,000		179,670
Interest earned		8,300		8,300		5,715
Reimbursements		7,300		7,300		11,059
Other		500		500		10,921
Other		500	· <del></del> -	500	•	95
Total revenues		380,970		380,970		367,528
EXPENDITURES						
General government		231,040		231,040		185,886
Public safety		69,466		69,466		
Public works		57,000		57,000		54,027
Cultural		14,964		14,964		65,462 18,874
Total expenditures		372,470		372,470		324,249
Excess of revenues						
over expenditures		8,500		8,500		43,279
OTHER SOURCES						
Transfers from other funds		-		-		4,240
Excess of revenues and						
other sources over						
expenditures		8,500		8,500		47,519
FUND BALANCE - BEGINNING		-				431,213
FUND BALANCE - ENDING	\$	8,500	\$	8,500	\$	478,732

## REQUIRED SUPPLEMENTAL INFORMATION BUDGETARY COMPARISON SCHEDULE REVOLVING LOAN FUND FOR THE YEAR ENDED MARCH 31, 2005

	<u>B</u>	udgeted	Amoun	ts		
	Orig	ginal	Fi	nal	A	ctual
REVENUES Interest earned	\$	-	\$	-	\$	1,966
EXPENDITURES		_	-	-		
Excess of revenues over expenditures		-		-		1,966
FUND BALANCE - BEGINNING				_		74,111
FUND BALANCE - ENDING	\$		\$		\$	76,077

# OTHER SUPPLEMENTAL INFORMATION STATEMENT OF EXPENDITURES COMPARED TO BUDGET GENERAL FUND FOR THE YEAR ENDED MARCH 31, 2005

GENERAL GOVERNMENT	Final Budget	Actual	Over (Under) Budget
Township board Supervisor Elections Assessor Clerk Treasurer Cemetery	\$ 105,731 12,230 5,175 21,850 14,291 17,086 54,677	\$ 52,973 11,411 6,480 14,218 14,550 19,979 66,275	\$ (52,758) (819) 1,305 (7,632) 259 2,893 11,598
Total General Government expenditures  PUBLIC SAFETY	231,040	185,886	(45,154)
Fire protection  Zoning and building	59,000 10,466	46,558 7,469	(12,442) (2,997)
Total Public Safety expenditures  PUBLIC WORKS	69,466	54,027	(15,439)
CULTURAL	57,000	65,462	8,462
Library  Total expenditures	\$ 372,470 <b>\$</b>	18,874 324,249	3,910 6 (48,221)

# OTHER SUPPLEMENTAL INFORMATION COMBINING STATEMENT OF NET ASSETS FIDUCIARY FUNDS FOR THE YEAR ENDED MARCH 31, 2005

ASSETS	Agency		Tax Collection		Private Purpose Trust Fund		Total	
Cash Restricted assets:	\$	375	\$	488	\$	-	\$	863
Cash Investments	<del></del>	-		_		1,526 78,700		1,526 78,700
Total assets	\$	375	\$	488	\$	80,226	\$	81,089
LIABILITIES								
Due to other funds  Due to other governmental units	\$	375	\$	488	\$	-	\$	488 375
Total liabilities		375		488		-		863
NET ASSETS								
Private Purpose Trust Fund				_		80,226		80,226
Total liabilities and net assets	\$	375	\$	488	\$	80,226	\$	81,089